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BY-LAWS

FOR THE GOVERNMENT OF THE

Boards of School Commissioners

OF MARYLAND,

ALSO,

RULES AND REGULATIONS FOR TEACHERS AND PUPILS,

TOGETHER WITH

FORMS AND INSTRUCTIONS FOR TRANSACTING ALL PUBLIC SCHOOL BUSINESS.

ISSUED BY AUTHORITY OF

THE STATE BOARD OF EDUCATION.

BALTIMORE:
PRINTED BY WILLIAM K. BOYLE.

1865.

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To the Commissioners of the Public Schools of Maryland.

THE following Code of By Laws prepared by the State Superintendent of Public Instruction and issued by authority of the State Board of Education sets forth in detail the methods according to which the School System is to be put into harmonious and efficient operation.

The By-Laws are designed as the Complement to the Act providing a Uniform System of Public Schools for the State. Taken together with the Law, the Rules for the Government of teachers and pupils and the various forms contained in the Appendix, you have not only the theory but the complete working plan of the School System.

It is expected that Commissioners and teachers will make themselves thoroughly acquainted not only with the spirit but the letter of the law, and the regulations which are issued under its precepts. It is a system of Free Public Instruction. It recognizes the duty of Universal Education without distinction of caste, or class, or social position. It recognizes the great truth that all men are born free and equal, all have an interest in the public weal. All can become valuable citizens of the State, all can be enlightened and thereby made the contributors to wealth and progress. Hence it passes by none, however humble. It opens a fountain of know-

ledge to which the multitudes may come and drink refreshing and invigorating draughts which make glad the heart, and stimulate those longings which encourage the development of a perfect humanity. It reveals a source of light, that will not only cheer but make safe the path of all who walk amid life's perplexities.

The work that opens before the School Commissioner thus becomes most eminently a missionary work, and appeals to him as a patriot and philanthropist to enter upon it with pure, disinterested and earnest motives.

To the Superintendent it is a cause not only of joy, but of devout thankfulness to the great Disposer of events, that the lot has fallen upon such highly qualified and sincerely devoted friends of education, to assist him in bearing the heavy responsibility which he has assumed.

It is the Pioneer who encounters the greatest obstacles, who has to make the rough places smooth, who is called upon to explain misapprehensions, to conciliate prejudices, to correct misinterpretations and remove those doubts and hesitations which even among clear thinking men always throw a shadow over and rear a barrier before every new enterprise.

We cannot and ought not to conceal from ourselves the fact, that a system of Free Public Instruction, which aims at nothing short of Universal Education, which designs to give the child of the poorest and humblest family every opportunity for elementary education; a system which, if the child prove worthy, will carry him forward through the High School and the College to the professional Schools of the University, is not unanimously advocated by our fellow citizens. Some complain because they are taxed, and oppose Schools, saying "that no child is entitled to any better education than his parents can pay for." Others claim to be friends of Public Instruction but disapprove certain features of the Law

and upon that base an opposition to Free Schools, instead of proving their sincerity by striving to correct the real or imagined defects. A few persistently oppose all Schools for the poor, asserting that the laboring man is most contented when ignorant, and as laboring men will always be needed, it is best that nothing be done which will cause them to be dissatisfied with their condition. By such specious arguments, universal education is opposed, and prejudices are awakened against every system which provides for the diffusion of knowledge among the masses. We have to contend against this opposition. We also have to meet that distrust which always attaches to new expedients, new laws, especially those Laws which work radical, social and moral changes. Let the contest be pursued with calmness. Seek by lucid explanations of the law and of its many beneficent provisions to gain for it friends. Convince the tax payers that it is better to use money for Schools than for Alms Houses and Penitentiaries. That the teacher is cheaper than the Judge. The School House costs less than the Court House. Thus disarm opposition and at the same time secure the hearty, earnest support of the thousands who know the value of knowledge and claim its benefits for the children who are to be our future voters, perhaps legislative and executive officers.

Many object to the School Law because so little has been accomplished under the old Systems. Disappointed in the past and now impatient to reach results, they are disinclined to give this a fair trial, to wait till its growth proves its worth. They expect a sudden and radical change by which School Houses will be transformed, teachers qualified, children rendered docile and quiet. The Law cannot do the work of Alladin's Lamp, but it can sow the seed and nurse the tender plant until it developes its strength, and is ready for the harvest.

We must counsel our people not to be impatient. To remember that the foundation is now being laid, and ere long the superstructure will appear. Let the foundation be well laid. Better disappoint those who are over anxious, than gratify them by a sudden and short-lived development.

> Had not the base been laid by builders wise
> The Pyramids had never reached the skies.

Our motto is "to aim at the highest good with courage and with confidence," but we are willing to proceed slowly and cautiously. The General Assembly has given us a good law. With a few alterations it will be entirely adapted to our present wants. These alterations will not affect general principles. They concern minor details, will smooth down some roughness and remove seeming inconsistencies and verbal inaccuracies which naturally resulted from the changes made in the Committee and afterwards during debate in Senate and House. We have reason to feel a just pride in this Law. It is approved by Educationists of other States, and acknowledged to be not only a complete System, but to secure a greater degree of uniformity than has yet been attained by any similar enactment.

It is worthy of note that our legislators have in this law, come up to the full measure of duty, and instead of giving to the State a skeleton system, have enacted that which, with few changes, can be adapted to the present and prospective necessities of our population. Such alterations and additions as may seem wise will be reported by the Committee appointed at the Convention of August 22 and 23. Besides verbal corrections, they chiefly concern the questions of local taxation for building School Houses, the reading of Holy Scripture at opening of School, the education of children employed in factories and a method by which a more regular attendance of

pupils at School can be secured. To accomplish this and whatever else the Committee may suggest, we must endeavor to awaken in our Legislature an earnest and enlightened zeal in the great cause of Public Instruction. It is the most important question of the day. Upon it the solution of the problem of our popular System of Government depends. We must unite to sustain education. The work is committed to our hands. By every proper means, on all suitable occasions, and with all the weight of influence which we are able to exert, it is our duty to urge upon our people and our legislative and executive officers their duty and privilege to make mental development keep pace with material progress, to have intelligence and prosperity advance with equal step to exhibit to the world a people not only endowed with the right of self-government, but comprehending the great purposes for which government is instituted, and capable to direct its powers, free from selfish designs, for the greatest good of the greatest number.

It is wise to investigate the causes of the inefficiency of the various systems of Public Schools heretofore enforced in our State. We are now behind the times, and in no grade of Public Instruction can we compare favorably with many younger States. Most of our Academies are little better than Grammar Schools. Our Colleges are provided with a full corps of Professors, but exhibit small catalogues of students. The fault has been with the old system of Primary instruction. Primary instruction has been inefficient because none of the means of conducting a School successfully have been supplied, and whenever a parent has had the ability, children, even of tender years, and young men have been sent away from home to secure elementary, academic and collegiate education. Our School Houses, with few exceptions, are inconveniently located, badly built and out of repair. I doubt

whether we have two hundred really comfortable and suitable School houses in the State. The furniture is of the rudest kind. Books have been procured by the children slowly, and of various editions. No maps or black boards have been provided. In these badly furnished and rudely built, and inconveniently located houses, Teachers, with very small salaries, have been placed to instruct from twenty to fifty children, some without books, all without the ordinary comforts and conveniences of a well ordered School.

We need not be surprised at the result. The public money has been spent and very little good accomplished. It is true that this is not the case everywhere. There are honorable exceptions. There are Counties which, by liberal local tax, have been sustaining Schools, building School Houses, providing furniture and books, and dealing liberally with Teachers. They have succeeded, but their success is not yet equal to their expectation or intention. Compare such Counties with those which have made little progress, and it will be found that the difference results from the liberal appropriations for School Houses, School furniture and Teachers salaries, and the active and intelligent supervision which controls the system. The one has provided the means essential to the most moderate degree of success, the other has neglected to do likewise.

School work, like all other work, is "matter of fact business." We may indulge in earnest declamation about the beauty of virtue, the value of intelligence, the necessity of education. We may contrast the comforts of civilized life with the discomforts of the uncivilized. We may be enthusiastic about the spirit of the age and the wonders of the 19th century. These sentiments are right, but they do nothing for the cause of progress unless they lead us to build School Houses and to provide money to com-

pensate intelligent Teachers. We must therefore leave abstract discussions and come to practical detail. My advice most emphatically is, to each Commissioner and and to each Board of School Commissioners, to give all possible attention, and secure all attainable means to building the teacher's workshop; provide the necessary working tools, putting every thing into good order for successful work, and then, with competent workmen and under vigilant supervision, begin the work.

As soon as we have secured these material requisites, we can *begin*. The Normal School, the Text-Book System, School Libraries, District Meetings, Teachers Institutes and Associations, High Schools and Colleges will come in and make complete the system of Public Instruction So important do I consider the School House, properly located and well furnished, to be to any degree of success, that I would recommend School to be open only six months in each year, if necessary, that funds may be accumulated to erect proper buildings.

But in this work we expect the co-operation of the citizens. The women of the District must be enlisted in the good cause. By contributions, by fairs, pic-nics and such like means, funds can be raised, and neat School houses built, all over the State, which will be the pride of each neighborhood, and attract the attention of strangers to the zeal of the people in the educational progress, and the determination of parents to secure for their children reasonable personal comforts with the necessary aids and encouragements to the acquisition of knowledge.

These ideas are expressed in a condensed tabular form in my first Report to the General Assembly of Maryland, page 128, and are here repeated.

The Four Elements which constitute a Good Primary Schoool, and without which this System of Public Instruction will fail of great results, are:

I.—A SUITABLE SCHOOL SITE.
II.—A CONVENIENT SCHOOL HOUSE.
III.—A WELL QUALIFIED TEACHER.
IV.—AN EARNEST AND INTELLIGENT SUPERVISION.

I.—*The School Site:*

Remote from noise and that routine work which attracts the attention of children.

II.—*The School House.*

1.—Neatly built with Architectural proportions.
2. Furnished comfortably with reference to Physiological Laws.
3. Equipped with Black Board, Outline Maps, Text-Books and cheap Educational Apparatus.
4. Well warmed, lighted and ventilated.

III.—*The Teacher:*

1. A thorough knowledge of the subjects to be taught.
2. Skill in the art, and love for the work of teaching.
3. Capacity to govern, cheerful temperament, of good manners.

IV.—*Supervision:*

1. Earnest, by some gentleman interested in Public Schools,
2. Intelligent, by some gentleman capable to judge of Teaching.
3. Vigilant, by some gentleman who will devote time to the work.

The best Teacher accomplishes little if his School room be inconvenient and badly furnished. He is like the mechanic who has neither shop nor tools. The best Teacher becomes listless if his work is never inspected. He is discouraged if no person manifests interest in his School, and notes the progress of his Pupils.

In many sections of the State there are few resident teachers competent to instruct, thoroughly, in all the branches of study designated in the law. Until the Normal Schools and Teachers Institutes have furnished qualified home teachers for every city and county, we must depend upon those who come to the District to take charge of the School.

Many applications have been made at the Superintendents office for Schools, chiefly by young women. Of these several have, at the request of Commissioners, been sent to the Counties.

To meet future demands a Register has been opened in which the names and references of applicants will be entered. Should any Commissioner have occasion to ask the aid of the Superintendent, he must state distinctly the location of the School, the probable salary, the price of board near to the School, and such other facts as will give the teacher a definite idea both of duties, emoluments and personal comforts connected with a home. This last is of great importance for women teachers, none of whom are willing or ought to go to a distant District, without having first the assurance of board in an agreeable family. This arrangement must be made by the Commissioner or School Visitor, and, if well made, will retain the services of competent teachers when they are secured. Itinerant Teachers are not generally successful. They form no social ties. They do not become acquainted with parents and children at home. Their personal influence is slight, and so their efficiency in the School room. Pleasant homes will not only attract Teachers, but will induce them to become permanent residents Thus, interest in the pupils will be strengthened, opportunities of usefulness increased, and authority exerted with success, increased by co-operation of parents and a knowledge of the character of the young students As a general rule, the Teacher should

be a resident among the patrons of the School, and when ever practicable a *permanent* resident.

The employment of women Teachers in our Primary Schools, and even in Schools of higher grade, is rapidly becoming a matter of necessity. The increased demand for labor in every department of industrial occupation, and the high wages given to skilled mechanics and competent clerks, attract young men. They are vacating the School room. The experience is the same in every State.

An examination of the statistics of various Normal Schools, developes the fact that three-fourths of the students who are qualifying themselves for the work of the Teacher, are young women. Thus it becomes evident that, in common with the Schools in other States, we must expect to employ, to a large extent, women Teachers. In some sections objection is urged that they cannot govern bad boys—or, to use the popular phrase, "the big boys who go to School during the winter." The answer to this is, that boys who are too big to behave themselves, are not fit subjects for School discipline. They ought not to be admitted even if the Teacher has muscle enough to win in a fight. But the idea that women Teachers cannot maintain perfect discipline, is an error. It is one of the ideas that experience is rendering obsolete. They govern by an influence that is more potent than muscle or rude words, and by systematic mildness exert a controlling power over the largest as well as smallest scholars. Women are also more patient and persevering as Teachers. The necessity, therefore, of employing them may be regarded as a benefit. We must make the experiment. When once fairly tried old prejudices will pass away, and they who are the natural educators of the young will be esteemed for their works' sake, be recognized as the friend of the children, and valued for the

good example which, in School and out of School, they exhibit to the pupils committed to their care.

Giving attention to the points referred to, and striving to elevate teachers to their appropriate position as members of society, we will do much for them, for our children and for ourselves. It will be a privilege, from year to year, to record progress—to see old and unworthy prejudices disappear, and with the development of the masses of the people, morally and intellectually, hail the day of durable prosperity such as can only exist in communities educated and enlightened.

Upon the Teachers, into whose hands these By-Laws will be placed, and to whose duties they refer, a solemn responsibility rests. After the School authorities have done all that devolves upon them, the full success of the work depends upon the Teachers. Encourage them to enter upon their work as a sacred mission. They deal with the tender mind and conscience. They impart ideas of right and wrong which will remain through life Thoughts impressed in early childhood are never erased. Habits of system, neatness and courtesy, may be formed at School. The Teacher has the plastic wax and may mould it at his will. Thus the daily routine duties of class and School room work give the Teacher power. It is the province of the Commissioner and of the Visitor, to see that so great power be exercised for the greatest attainable good. Therefore no immorality or negligence, or even rudeness, is to be tolerated. The Teacher must not only instruct properly, but live properly. In School and out of School the example must be good, that the dignity of the vocation of teaching may be preserved, youth trained in the paths of virtue and knowledge, and become a comfort to their parents, a credit to their preceptors and, in process of time, an honor to the State.

To this end we labor. To this the Superintendent, with all the energy he possesses, will devote his thoughts and

time. He feels the importance of his position. He regards it as a noble mission. He commences determined to work on, not discouraged by opposition, not dismayed by obstacles, not disheartened by misrepresentations, but fully convinced, with perfect faith, that in process of time success will crown our efforts, and under the wise guidance of the able State Board of Education, with the aid of liberal minded and earnest Commissioners, a System of Public Instruction will be developed for Maryland equal to the best in any State of the Nation.

L. VAN BOKKELEN,

State Sup. Pub. Inst.

Baltimore, *October*, 1865.

BY-LAWS, RULES & REGULATIONS

FOR THE GOVERNMENT OF THE

Boards of School Commissioners

AND THE

Public Schools of Maryland.

BY AUTHORITY OF THE STATE BOARD OF EDUCATION.

[Laws of 1865, Chap. 160, Title 1. Chap. 1, Sec. 2. The State Board shall issue a uniform Code of By-Laws for the Government of all the County School Boards, and the Schools and High Schools under their charge.]

Article I.—*The Boards of School Commissioners.*

Section 1. There shall be stated meetings of the Boards of School Commissioners of each County, on the first Wednesday after the 15th day of November and April, and on the first Wednesday after the first Tuesday in February and July. Special meetings may be convened by the President, he giving at least five days notice.

Sec. 2. The Board shall have power to determine all questions of dispute arising in the administration of the School laws. An accurate record must be made of each case decided, that, if an appeal be taken to the State Superintendent, all the facts may be reported.

Sec. 3. The salaries of teachers and all the incidental expenses of the Schools, shall be paid by order of the Board, at the end of each term. If the public money be not sufficient, the Board is authorized to borrow what may be needed, and to issue its note signed by the President and endorsed by the Treasurer.

Sec. 4. The business of the Board shall be transacted in the following order:

1. The President shall take the chair when a legal quorum of the Board has assembled, shall call the Board to order, and require the members to be seated.

2. The Secretary shall call the roll, note the absentees, and read the journal of proceedings of the last meeting.

3. Reports from the Commissioners of the respective Districts, after the manner and form prescribed, shall be received and referred to the Committee on Accounts.

4. Statements of accounts for the last term, shall be made by the Treasurer.

5. All claims against the Board shall be presented, considered, referred, approved or rejected.

6. Reports from standing or special committees shall be received.

7. Each Commissioner shall be called upon, in the order of Districts, to make a record of such business as he purposes to bring before the Board for deliberation or action during the meeting; and the President shall decide, if there be any difference of opinion, which business shall have precedence.

8. All propositions and resolutions shall be made in writing, and if seconded, may be discussed, referred, or otherwise disposed of.

9. No member shall speak more than twice upon any question, unless by permission of the Board. Every member addressing the chair shall rise from his seat, and no

conversation between two members of the Board shall be permitted.

10. No motion shall be in order. raising a new question, until the question before the Board shall have been disposed of—and all motions with reference to the question before the Board shall be received in the following order of precedence, to wit: to lay on the table; for the previous question; to postpone; to commit; to amend.

11. Any motion admitting of division into two or more distinct questions, may be so divided at the request of a member.

12 Any member may call for a division, and the yeas and nays upon any question shall be recorded when called for by three members.

13. A motion to adjourn shall be always in order.

14 A motion to reconsider a vote shall be made only by a member who voted in the majority.

15. In addition to the foregoing rules, the rules generally adopted by deliberative bodies for their government, are declared to be in force for the government of the Board.

Sec. 5. The Boards shall, on the 15th day of October of each year, report to the State Superintendent in such form as he may prescribe, the condition of all the Schools under their care, embodying abstracts from the reports of District Commissioners, suggesting such improvements in the School System as they may deem useful, and giving such other information in regard to public instruction as may be of public interest.

They shall also report the number of private Schools, Academies and Colleges in the County or City, their course of study, number of pupils, boys and girls, and all other information, in such form as the State Superintendent may prescribe, so as to present a full view of their educational facilities. A duplicate copy of this

report shall be deposited in the office of the Clerk of the Circuit Court of the County, or for the City of Baltimore with the Clerk of the Superior Court, who shall safely keep it

Sec. 6. The Board may call a special meeting of the resident voters of any School District at any time during the year, to be held at the School house. Of such meeting at least two weeks notice must be given by advertisement in the County newspaper, and be posted upon the School house door, at the post office, and two other places of public resort within the District. The object of the meeting shall be clearly stated, and none other shall be voted upon except that for which the special meeting has been convened.

Article II.—*The President.*

Sec. 1. It shall be the duty of the President to preside and keep order at the meetings of the Board, and to enforce the rules adopted for its government; if from any cause he should be absent, the Board shall appoint a chairman pro tem.

Sec. 2. He may speak and vote upon any question, except in case of appeal from his decision.

Sec. 3. The President shall constitute a medium of communication between the State Superintendent of Public Instruction and the subordinate School officers and the Schools It shall be his duty to visit, as often as may be practicable, the Schools of the County, to examine the pupils, to enquire into all matters relating to the management, the course of study and the mode of instuction and discipline, so that each School shall be equal to the grade for which it was established, and that there may be uniformity in the course of study.

2. He shall, as opportunity offers, address the people in their School Districts on the importance of Public In-

struction, and endeavor to enlist their interest in the Schools and their teachers, and make such suggestions as he may think important to be considered in the Annual School District Meeting for the purpose of increasing the efficiency of discipline as well as the comfort of the pupils.

3. He shall examine into the condition of the School houses, sites, out-buildings and appendages, examine the District Libraries; advise with and counsel the School officers of the District in relation to their duties; suggest methods for warming and ventilating School houses, adorning School grounds, recommend to teachers improved modes of instruction, and use every effort to advance the cause of Public Instruction and carry out the advice and instruction of the State Superintendent.

4. He shall organize and conduct once in each year, for his own County, at such time as, after conference with the State Superintendent, may be designated, a Teachers' Institute at some central locality in the County, to which access is convenient, and where the Teachers will receive the encouragement of hospitality. In this work the President will be aided by a Professor from the Normal School, or by some practical Teacher appointed by the State Superintendent.

5. He shall also encourage and assist at Teachers' Associations, to be convened at least four times in each year, on the last Saturday of some month, in each Commissioner District, or such Districts united; requiring the attendance of the Teachers of the District for the purpose of mutual conference and instruction in their duties.

SEC. 4. He shall, by himself, or together with a Professor of the Normal School or some other practical teacher designated by the State Superintendent—examine and license Teachers, whose certificates shall be of effect for three years from date—re-examine any teacher hold-

ing his or his predecessor's certificate, aud if he find him deficient in learning or ability, annul the certificate.

Sec. 5. He shall appoint three standing committees to serve for the two ensuing years, viz: a committee of two on Accounts, a committee of two on Books and Stationery and a committee of two on School Houses and Sites, and School Furniture.

Sec. 6. He shall sign all drafts ordered by the Board, authorizing the Treasurer to receive money for the use of the Public Schools, and all orders authorizing the disbursement of money by the Treasurer.

Sec. 7. Whenever it is impracticable for the President to examine thoroughly an applicant for the position of teacher, or he may deem it advisable to defer the examination and allow the applicant to teach on probation, the President shall issue to the person applying a permit for not more than sixty days, during or at the termination of which period an examination must be held.

Article III. *Secretary and Treasurer.*

Sec 1. The Secretary and Treasurer shall be elected by ballot, at the stated meeting in July of each year, or at some subsequent meeting held by special appointment.

Sec. 2. He shall take charge of and keep open the office of the Board, on such days and at such hours as the Board may direct.

Sec. 3. It shall be his duty to countersign all drafts ordered by the Board and signed by the President, for money for the use of the Public Schools.

Sec. 4. He shall receipt for all money received, and deposit it to his credit as Treasurer, as directed by the Board—keeping an accurate account of the same, distinguishing the particular source from which it has been received, and disburse the same according to the order of

the Board, making the same distinction in his disbursements.

Sec. 5. He shall render to the Board, at each stated meeting, an account of receipts and disbursements.

Sec. 6. He shall keep a fair and accurate record of the proceedings of the Board, and file and preserve all reports in writing, all accounts, and other written or printed matter from time to time laid before the Board, subject at all times to the examination of any member, and shall make a general report of the state of such accounts annually.

Sec. 7. He shall receive and keep safely all deeds, notes, bonds or evidences of debt due the Board, and render an account thereof whenever the Board shall require it.

Sec. 8. He shall record legibly all the receipts and expenditures of the Board, keeping a particular account of the expenses of each District, in books provided for that purpose and preserved in the office of the Board,

Sec. 9. He shall order such books and stationery as may be necessary for the general use of the Board and office, and by order of a Commissioner subject to such rules as the Board may have adopted, shall procure, through the Superintendent, from the State Agents or the publishers, books and stationery for the use of Schools. All such orders shall be filed, and the books and stationery charged to the District for which the order was given.

Sec. 10. He shall keep an account of books and stationery with each School, distinct from all other accounts for salaries or incidental expenses, noting the cost of books and the receipts from sale or use.

Article IV.—*The Commissioners.*

Sec. 1. Each Commissioner shall exercise a general supervision over the Schools in his District, and shall

visit and examine into their general condition at least once in every term, and report thereon at each quarterly meeting of the Board.

SEC. 2. He shall account for all money coming into his hands as Commissioner from any source, and shall file with the Treasurer receipted bills as vouchers of the faithful disbursement of all funds appropriated to his District.

SEC. 3. Each Commissioner shall report to the Board at its stated meetings, (on forms provided for the purpose,) the number of pupils attending School—boys and girls—the salary of each teacher, the incidental expenses of each School, and the amount received for text books. He shall also report the condition of School houses and School furniture, and what amount, if any, is needed for repairs and improvements.

SEC. 4. He shall (by and with the consent of the Board,) appoint, from the list of persons holding registered certificates, teachers to take charge of the Schools in his District, subject to removal by the Board for good and sufficient cause.

SEC. 5. He shall hear and decide upon all complaints or charges made against any teacher in his District, and in case of misconduct on the part of a teacher, shall have power to punish the same by admonition, or, in extreme cases, by the suspension of the teacher from his functions, until the next meeting of the Board, (when the case shall be heard and finally determined,) and to employ a proper person to fill the place of the teacher so suspended, who shall receive the salary which such teacher would have received. He shall also have power to order the dismissal of any pupil, for good and sufficient cause.

SEC. 6 If a vacancy occur in any Commissioner District by resignation, death or otherwise, all the duties of the office shall be performed by the President of the

Board of School Commissioners, until another Commissioner is appointed by the State Board of Education. The President shall be the District Commissioner *ad interim*.

Article V.—*School Visitor.*

Sec. 1. There shall be appointed by each District Commissioner, for each School in his district, to serve one year, one person of good moral character and zeal in public instruction, to act as School Visitor.

Sec. 2. It shall be the duty of the Visitor to aid the Commissioner in the supervision of the School property and the advancement of the interests of the pupils. He may visit the School as often as convenient, note the progress of the pupils and the conduct of the teacher, and report the same to the Commissioner.

Sec 3. The Visitor will act as the friend and adviser of the teacher, and adopt such plans as his judgment may suggest and the Commissioner may approve, to advance the cause of public instruction; to secure supplies of articles needed for comfort of the pupils, and to encourage parents and guardians to send their children and wards regularly to School.

Sec. 4. The Visitor shall examine the term report of the teacher before th· report is sent to the Commissi·n r, and shall endorse thereon his opinion concerning the same.

Article VI.—*Teachers*

Sec. 1. It shall be the duty of teachers to give punctual and constant attendance in School at the hours specified; to have the School room well swept, daily, and well warmed in winter; to give their personal attention and

instruction to the pupils during the whole of said School hours. They will be held responsible for the order of the School and progress of the pupils. They shall receive respectfully, and give due weight to the admonition, advice or instructions of the Commissioner of the District, and submit to his arbitration all difficulties arising in the government of the School.

Sec 2. They shall keep a record of the daily attendance of themselves and each pupil, in a time book provided for that purpose, which shall be preserved and submitted to the inspection of the President, Commissioner and Visitor whenever desired; and make a term report to the Commissioner, (on blanks provided for that purpose,) of the number and names of the pupils attending School during the term, giving the exact date of the entrance and withdrawal of each pupil, and the actual number of days each pupil attended during the term, designating the number of boys and girls, the amount of fees received, for use of books, &c. This report must contain the teacher's bill for salary, and the incidental expenses of the School, and be delivered to the Commissioner, endorsed by the Visitor, three days before the stated meeting of the Board. Monthly reports shall be rendered, if required by the Commissioner. (See *Appendix.*)

Sec. 3. Every teacher shall swear or affirm to his or her report and account, before a Justice of the Peace or a School Commissioner.

Sec. 4. For each day's absence from School without good and sufficient cause, the teacher shall forfeit the proportionate amount of salary.

Sec 5. If any penalty be inflicted upon a teacher by the Commissioner of the District, such teacher shall be entitled to receive a specification in writing of the alleged offence, and shall have the right of appeal to the Board at its next meeting.

Sec. 6. If any teacher vacate his School before the close of the term without the consent of the Commissioner, he shall forfeit the salary already accrued for the current term, and be disqualified for any future service under this Board.

Sec. 7. Any teacher in the employment of this Board who shall refuse to vacate the School when regularly notified of his suspension by the Commissioner of the District, shall forfeit all claim for compensation for services during the term in which such suspension shall take place, and be thereafter ineligible to any School under the control of this Board, unless reinstated.

Sec. 8. Every teacher shall keep an account of the books and stationery furnished each pupil for use, and shall require the return of the same when the child leaves School, and if refused, he shall inform the Commissioner. The teacher will be held responsible for the safe-keeping and good condition of the books and stationery belonging to the Board.

Sec. 9. No teacher shall grant the use of books or stationery to any pupil, unless the fee for the use of said books and stationery has been paid; nor sell any books or stationery except for cash.

Sec. 10. Each teacher, as the agent of the Board, shall collect and account for all book and stationery money.

Sec. 11. The teachers shall purchase, when necessary, such articles as are allowed by Section seven of Article nine, and shall pay for them out of money received for books and stationery, and present receipted bills for the same, placing the amount under the head of incidental expenses in their term reports.

Sec. 12. Every teacher shall make out and furnish to the Commissioner, an inventory of the books and stationery in the School at the expiration of each term; also an inventory of the books and stationery needed for the ensuing term.

Sec. 13. If a teacher wishes to vacate the School at the end of the term, ten days notice must be given to the Commissioner. If any teacher leave without giving notice, he shall be disqualified to serve again under this Board, except by unanimous consent.

Sec. 14. No teacher is eligible to an appointment under this Board without having a registered certificate from the President or State Superintendent, or a diploma of the State Normal School. The legal age of men teachers is 20 years, of women teachers 18 years.

Article VII.—*Committees.*

Sec. 1. It shall be the duty of the Committee on Accounts to examine the reports of teachers and School Commissioners, and all accounts that may be presented relating to the Public Schools, and report the result to the Board.

Sec. 2. It shall be the duty of the Committee on Books and Stationery to report to the Board at the stated meeting in July of each year, the books and stationery fit for use in each School, and an estimate of the number of each kind of text books and the quantity of stationery needed for the ensuing School year; from which report the Board may make up its statement to the Superintendent with the schedule of books and stationery required for use in the County.

Sec. 3. The Committee on School Houses, Furniture and Sites, shall consist of the President, a Commissioner, each for his own District, and the Treasurer. They shall make all contracts for buildings, and superintend the work.

For School Houses in the District of which the President is the Commissioner, the Board shall select the third member of the committee.

No School House shall be built without authority of the Board first obtained, and a specific appropriation for payment of the same.

ARTICLE VIII.—*Children, Parents and Guardians.*

SEC. 1. No pupil will be admitted under six years of age, nor unless decently and comfortably clothed.

SEC. 2. Pupils must enter promptly at the beginning of each term. None will be admitted after the middle of the term, unless they have been kept from School by illness.

SEC. 3. No part of the book fee will be returned in case of the dismissal, expulsion, or voluntary withdrawal of any pupil. With the consent of the Commissioners, pupils may be transferred from one school to another during the term.

SEC. 4. Any pupil who may be prevented by protracted sickness—say one month—from attending school during the term, for which payment has been made in advance, shall be entitled to a proportionate deduction in the book fee of the succeeding term.

SEC. 5 Parents and guardians are expected to require punctual attendance of their children or wards at school; to keep them well and comfortably clothed, so that the school will always present a respectable appearance. They are expressly required, on no account, to interfere with teachers in the discharge of their duties, but to lodge all complaints before the Commissioner of the District, by whom they will be attended to.

SEC. 6. Parents and guardians must exercise strict vigilance over their children or wards, and prevent them from defacing, destroying, or losing any of the books belonging to the Public Schools, and see that all books and stationery are returned when the child leaves school. Parents will be required to replace or pay for all books

retained, destroyed or lost; they will be held responsible and required to pay for all damages done by their children or wards to school houses, school furniture, trees, fences, &c.

Sec. 9. Smoking, chewing tobacco, carrying fire arms or other dangerous weapons, either in the school house or on the premises, are strictly forbidden.

Sec. 10. No pupil shall be received into School unless properly vaccinated.

See Appendix.

Article IX.—*The Government of Schools.*

Sec. 1. The system of instruction and the text-books shall be uniform throughout the State, and shall embrace the following branches, viz: Orthography, Reading, Writing, Arithmetic, Geography, History, English Grammar, Book-keeping, Algebra, Natural Philosophy and such other branches as the Commissioner, with the consent of the Board may select. Each pupil must pursue the prescribed course of study.

Sec. 2. The School year shall be divided into four terms. The Fall term from September 1st, to November 15th. The Winter term from November 16th, to January 31st. The Spring term from February 1st, to April 15th. The Summer term from April 16th, to June 30th.

Sec. 3. All Books or Stationery purchased or used by pupils attending any public school, shall be paid for in advance at the rates prescribed by each County Board.

Sec. 4. The salaries of Teachers shall be determined by each Board of School Commissioners for its own County; but they shall be calculated as follows.

There shall be a fixed minimum Salary, per term, for every School containing not more than 15 pupils. For

each additional pupil over 15 and up to 25 there shall be an increase of salary from $1.50 to $2.00 per term as the Board may decide. For every pupil over 25 and up to 35, an addition from $1.00 to $1.50 per term; for all pupils over 35, an addition of $1.00 until the maximum is reached.

See Formula in Appendix.

SEC. 5. School shall be opened daily, five days in each week, and for six hours each day.

SEC. 6. There shall be a public examination of the pupils in each school in the last week of each term, which shall be superintended by the Visitor, and to which the parents and guardians of the pupils, and the public generally, shall be invited.

SEC. 7. The Commissioner may order the following articles for the comfort, convenience and security of the school, viz.—Fuel, axes, saws, water-buckets, drinking-cups, wash-basins, towels, soap, locks and fastenings, glass and glazing, brooms, dusting-brushes and white-washing and cleaning once a year—all of which shall be paid for out of the book fees accruing to the school, and charged among incidental expenses.

SEC. 8. Whenever a school has less than twelve registered scholars, it may be discontinued; and this at any period of the current term.

SEC. 9. The Commissioner Districts shall be numbered, First, Second, Third and so on. The Schools within the limits of each Commissioner District shall also be numbered from one and upwards. Schools shall be designated as follows:

School No. 1, 2, or 3, of Commissioner District No. 1.

School No. 1, 2, or 3, of Commissioner District No. 2.

The number of Schools in each Commissioner District should as near as practicable, be equal.

APPENDIX.

RULES RELATING TO TEACHERS.

1. All Teachers and Assistants are required to be in their School rooms fifteen minutes before the hour of opening School, and to have the School room thoroughly swept daily, and well warmed in winter.

2. Teachers are not allowed to attend to any business during School hours, except that which appertains to the School, nor to be occupied with any subject of private study or reading.

3. Teachers are required to report to the School Commissioner of the District at the end of each term the condition of their Schools, and oftener, if requested. They shall notify parents of the absence of pupils who do not bring a written explanation of the cause of absence. They shall record and present to the Commissioner, when he visits the School, the names of disorderly and negligent pupils.

4. Teachers must not allow themselves to be interrupted by the visits of any person, during school hours, except the President of the Board of School Commissioners, a Schoo Commissioner, or the School Visitor.

5. Teachers shall neither receive from parents nor send to them verbal messages regarding discipline, but all such messages must be in writing.

6. Teachers must keep a correct account of the Books and Stationery procured for their schools, and must report to the Commissioner the Books and Stationery on hand at the end of each term, the number sold, and amount received from sales or for use of Books.

7. Teachers are not required to hear the recitations of dilatory pupils or those who are not prepared at the regular time for recitation, unless it can be done without interrupting the regular School duty.

8. Teachers are authorized to suspend pupils who are persistently disobedient or immoral in their conduct, but must promptly report the case with the charges to the Commissioner for his action.

9. Complaints against Teachers must be made to the Commissioner in writing, and shall not be acted upon until the Teacher has been notified; when such complaints shall be thoroughly investigated, and if not sustained shall be promptly dismissed.

10. In no case shall a patron of the School, who has reason to complain of the discipline or conduct of the Teacher, make such complaint in the presence of the pupils. The Commissioner is the only person authorized to hear and determine charges against Teachers. From the Commissioner's decision an appeal may be taken to the Board.

11. If any parent or guardian shall abuse a Teacher, by the use of offensive language, or shall use any means to intimidate him from exercising proper discipline, the Teacher may suspend from School privileges the children of such parent or guardian until the case can be heard and determined by the Commissioner.

12 Teachers may purchase, by order of the Commissioner, the following articles for the use of the School, viz: Fuel, axes, saws, water-buckets, drinking cups, wash basins, towels, soap, locks and fastenings, and glass for windows, and may have the School room white-washed and cleaned

once a year, all of which shall be paid for out of any money received on account of books, and shall be charged in the bill for incidental expenses, which shall be accompanied by the proper vouchers.

RULES RELATING TO PUPILS.

1. The privilege of attending the Public Schools shall depend upon the pupil's observance of the Rules and Regulations, and the parents' compliance with what is required of them.

2. Each pupil shall pay in advance for the use of Books, unless released by the Commissioner.

3. Punctual attendance is required at the hours appointed for opening of School, A. M and P. M. When a pupil comes into School after his class has recited the day's lesson, the Teacher shall not neglect other duties to hear his recitation alone.

4. In case of absence, pupils must bring notes from their parents explaining the cause of the same.

5. Any pupil who, being frequently absent from School, is unable to keep up with his class, shall be reported to the Visitor for reprimand. If this does not secure regular attendance, the pupil may be suspended and reported to the Commissioner.

6. Pupils when entering or leaving the School room must bow respectfully to the Teacher. They shall keep silence in School and avoid all unnecessary noise while upon the school premises.

7. No pupil shall be permitted to leave School before the regular hour for closing, for any cause except sickness.

8. Pupils must conduct themselves with propriety during recess, which shall be limited to ten minutes A. M. and P. M., and be at different times for boys and girls.

9. Pupils shall be considered under the government of their Teachers, while going to and returning from, as well as when in the School room

10. Pupils must leave the School premises as soon as School is dismissed, and return promptly and quietly to their homes.

11. Pupils must pursue the course of study as prescribed, including all the branches suited to their age and advancement.

12. Pupils shall prepare their recitations at home, and when the exercise is not correctly performed, the delinquent may be detained at recess and after the regular School hours to make up the deficiency.

13. Every pupil shall strictly obey all the orders and commands of the Teacher, and when any pupil refuses to comply with such orders, the Teacher may inflict a reasonable punishment, and in extreme cases may send the pupil home with a note to the parents, informing them that their child has refused obedience and thereby forfeited the privileges of the School until the Commissioner grants permission for return. The Teacher shall also notify the Commissioner of the suspension of the pupil by sending him a copy of the notice sent to the parent.

14. No pupil, who may have been expelled from one School, shall be admitted into any other School, without a permit from the Commissioner who ordered the expulsion.

15. The names of pupils who have often been reproved for improper acts, or the use of profane and unchaste language, shall be reported to the Commissioner.

16. Any pupil who shall deface or destroy any property belonging to the School or to private individuals, shall be required to pay for the same, and may be punished at the discretion of the Teacher.

17. Every act of truant-playing shall subject the offender to reproof and admonition, and upon a repetition of the

offence, the pupil shall be suspended and the case reported to the Commissioner.

18. When a pupil is guilty of any immoral conduct, or of using profane or indecent language injurious to the general welfare of the School, the Teacher may send such pupil home with a notice of suspension, until a permit is obtained from the Commissioner.

19. Any pupil staying away from School on account of having been punished, or from the fear of punishment, shall not be allowed to return until a permit is obtained from the Commissioner.

20. Smoking and chewing tobacco, and carrying fire arms or other dangerous weapons, either in the School room or on the School premises, are strictly forbidden, and any pupil bringing to the School a dangerous weapon may be suspended by the Teacher, and the case reported to the Commissioner.

21. When Books are placed in the hands of pupils for use they shall have them neatly covered with muslin, calico, cloth or stout paper, and parents and guardians are required to see that this rule is always observed. Parents and guardians will be required to replace or pay for all Books retained, destroyed or lost, and they will also be held responsible and required to pay for all damages done by their children or wards to School houses, School furniture, trees, fences, &c.

22. The Fall term commences on the 1st day of September; the Winter term commences on the 16th day of November; the Spring term commences on the 1st day of February; the Summer term commences on the 16th day of April.

23. Teachers are requested to read these rules to the whole School once in two weeks.

Extract from the State School Law.

"It shall be the duty of all Teachers, in Schools of every grade, to impress upon the minds of youth committed to their instruction, the principles of piety and justice, loyalty and sacred regard for truth, love of their country, humanity and benevolence, sobriety, industry and chastity, and those virtues which are the basis upon which a Republican Constitution is founded; and it shall be the duty of such instructors to lead their pupils into a clear understanding of the tendency of these virtues, to preserve the blessings of liberty, promote temporal happiness and advance the greatness of the American Nation."

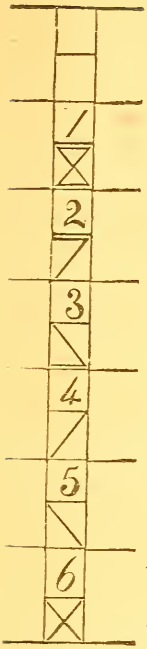
EXPLANATION OF THE

MODE OF MARKING IN THE ROLL BOOK.

The Daily Register must be neatly kept, and marked in the morning and afternoon.

When there is but one session of the school a day, the Register must be marked in the same manner as it would be if there were two sessions, treating the first half of the session as the morning, and the latter as the afternoon.

The system of marking shall be that indicated in the annexed diagram and explanations, the blank squares denoting present all day and correct deportment:



Correct deportment.
Present all day.
Inattentive.
Present, but tardy in the morning and afternoon.
Idle.
Present, but tardy in the morning.
Disorderly.
Present, but tardy in the afternoon.
Disrespectful.
Absent in the morning.
General misconduct.
Absent in the afternoon.
Vicious conduct or profanity.
Absent all day.

Particular attention is directed to the manner of combining the characters used in marking the Register. The character denoting "Absence" is the most simple, being a single slanting stroke downwards from right to left for "Absent in the morning," and a similar one from left to right for "Absent in the afternoon." These two combined form the oblique cross, and denote "Absent all day." When a pupil comes in after being marked "Absent in the morning," a horizontal line is made from left to right across the top of the square connecting with the slanting stroke, and converting it into the character for "Present, but tardy in the morning." The character for "Absent in the afternoon," is converted into the character for "Present, but tardy in the afternoon," by a horizontal stroke from left to right across the bottom of the square. These two combined form the character for "Present, but tardy in the morning and afternoon." The combination of the characters for "Absent" during one

session, and "Present, but tardy," during the other session, is not shown in the diagram, but will be easily understood by the intelligent Teacher.

The Teacher's attendance shall be denoted by entering the day of the month in the small square under the initial letter of the day. The blank squares will then indicate the Teacher's absence.

All departures from correct deportment will subject the pupil to demerit marks, which must be denoted by the figures in the diagram.

Each figure will indicate the number of demerit marks, and will be charged for the offences set forth in the explanations. These demerit marks must be entered in the upper square at the end of each day. No more than six demerits shall be charged against a pupil in one day, that number indicating the worst conduct.

As the blank squares will indicate full and prompt attendance and correct deportment, every Teacher shall counsel the pupils to give no cause for marking the Register; and those pupils whose line of squares contains no marks at the end of the term, shall receive the decided approbation of the Commissioner and Teacher, and the Commissioner may present their names to the Board as deserving some special mark of commendation.

Each branch studied by every pupil shall be indicated by entering the figure denoting the branch opposite the pupil's name.

Any Teacher who shall neglect to mark the Register in a proper manner, in accordance with the aforegoing directions, or shall permit it to be soiled by blots, or otherwise disfigured, shall be subject to reproval by the Commissioner.

It is understood to be the intent and meaning of the following extract from the State School Law, that each Teacher shall keep the Daily Register as herein directed, and an account of the books purchased or used by the

pupils, and make a report to the Commissioner at the end of each term, on blanks prepared for that purpose, giving the name of each pupil, the date of entrance, the number of days attendance, the number of demerit marks, the branches studied by each pupil, the text-books used or purchased, the amount received from each pupil for the use or from the sale of text-books and stationery, the number of each book on hand in good condition, the number of pupils that entered school in the Fall Term, the number that entered the Winter Term, exclusive of those who entered the Fall Term; the number that entered the Spring Term, exclusive of those who entered the Fall and Winter Terms; the number that entered the Summer Term, exclusive of those who entered the Fall, Winter and Spring Terms; the number of boys and girls, and the number studying each branch. This report must contain the bill of expenses of the school for the term, embracing the salary of the Teacher and Assistant, (if there be an Assistant,) and all incidental expenses. When the amount received for books and stationery has been allowed to remain in the hands of the Teacher, it must be credited on the bill.

The Daily Register is to be preserved in the school until it shall be filled with names, and then must be delivered to the District Commissioner.

Extract from the State School Law.

"Teachers shall keep, preserve and enter into Registers prepared for that purpose, an accurate account of the attendance of pupils, text-books used, and branches taught, and such other statistics as may be required, and make due return thereof to the District Commissioner at the end of each term; and no Teacher shall be entitled to receive payment for services until the Register, properly filled up and completed, be so returned."

TEXT-BOOKS

Adopted by the State Board of Education for use in the Public Schools and High Schools of Maryland.

FOR PRIMARY AND GRAMMAR SCHOOLS.

Sargent's Standard Speller.
Sargent's Pronouncing Spelling Book.
Lynd's Etymology.
Webster's School Dictionary.
Willson's Primer.
Willson's Readers, Nos. 1, 2, 3, 4.
Sargent's Reader, Part II, No. 4.
Willson's School and Family Charts.
Quackenbos' First Book in English Grammar.
Quackenbos' English Grammar.
Davies' Primary Arithmetic.
Davies' Intellectual Arithmetic.
Davies' Elements of Written Arithmetic.
Davies' Practical Arithmetic.
Davies' Elementary Algebra.
Walton's Arithmetical Cards and Key.
Cornell's First Steps in Geography.
Cornell's Primary Geography.
Cornell's Grammar School Geography.
Goodrich's Child's History of the United States.
Goodrich's Pictorial History of the United States.
Phelps' Philosophy for Beginners.
Phelps' Chemistry for Beginners.
Phelps' Botany for Beginners.
Northend's Little Orator.
Northend's Entertaining Dialogues.
Sargent's Standard Intermediate Speaker.
Payson, Dunton & Scribner's Penmanship.
Payson, Dunton & Scribner's Book-Keeping, Double and Single Entry,
Bond's Copy Books, Nos. 1 and 2.

Bond's Copy Slips.
School Boys' Infantry Tactics.
Wells' Science of Common Things.

FOR HIGH SCHOOLS.

In addition to those Text Books of the Grammar School List, which may be used for High School Classes.
Webster's High School Dictionary.
Scholar's Companion.
Willson's Reader, No. 5.
Sargent's Reader, Part II. No. 5.
Quackenbos' First Lessons in English Composition.
Quackenbos' Composition and Rhetoric.
Davies' University Arithmetic.
Davies' University Algebra.
Davies' Elements of Geometry and Trigonometry.
Davies' Legendre's Geometry.
Davies' Surveying and Navigation.
Davies' Differential and Integral Calculus.
Cornell's High School Geography and Atlas.
Warren's Physical Geography.
Burritt's Geography of the Heavens, and Atlas.
Smith's Student's History of Greece.
Liddell's Student's History of Rome.
Worcester's Elements of Universal History.
Wells' Natural Philosophy.
Wells' Elements of Chemistry.
Wells' Elements of Geology.
Lincoln's Botany.
Brockelsby's Elements of Astronomy.
Emerson's Manual of Agriculture.
Hart's Constitution of the United States.
Philbrick's Union Speaker.
Spalding's History of English Literature.
Northend's Dictation Exercises.
*Wayland's Moral Science.
*Wayland's Political Economy.
*Wayland's Intellectual Science.

* The Abridged Editions of these Works may be used if desired.

Boyd's Milton's Paradise Lost.
Boyd's Cowper's Task.
Boyd's Thompson's Seasons.

CLASSICAL SERIES.

Brooks' First Latin Lessons.
Brooks' Historia Sacra.
Brooks' Viri Illustres Americæ.
Brooks' Cæsar's Commentaries.
Brooks' Ovid.
Harkness' Latin Grammar.
Hanson's Book of Latin Prose.
Hanson's Book of Latin Poetry.
Arnold's Latin Prose Composition.
Dillaway's Roman Antiquities.
Brooks' First Greek Lessons.
Brooks' Collectanea Evangelica.
Bullion's Greek Lessons.
Bullion's Greek Grammar.
Bullion's Greek Reader.
Johnson's Herodotus.
Owens' Homer's Iliad.
Arnold's Greek Prose Composition.
Cleveland's Grecian Antiquities.
Tooke's Pantheon of Heathen Gods.

No Latin or Greek Lexicon has been adopted, because the Text Books are provided with ample Vocabularies. Students wishing larger Lexicons may use such Editions as they have at home, or purchase such as the High School Professor recommends.

Books of Instruction in Vocal Music, and a Text Book of Anatomy and Physiology will be announced.

All Orders for Books and Stationery must be sent to the Superintendent through the Secretary of the Board of School Commissioners, the Secretary keeping an account of the same, charging each order to the Commissioner

District, and, if practicable, to the School for which the Books are procured. In the Superintendent's Office, Books and School requisites, as issued, will be charged to the Board of School Commissioners.

Orders for Books and Stationery must be in form as follows:

OFFICE OF BOARD OF SCHOOL COMMISSIONERS.

County, 186 .

To the State Superintendent of Pub. Inst.

SIR:—Forward to

at for account of the Board of School Commissioners of County, the following Books, &c. Send via. (here give the route as definitely as possible.)

Write the name of each Book in full and the exact number—not the dozens.

Signed,

Secretary of Board of S. C.

VACCINATION.

FREQUENT objection has been made by parents to procure certificates of vaccination. The following Sections of the Law of 1864 are printed, to show that the teacher or Commissioner has no discretion. He must require the certificate or pay the penalty.

Parents who neglect to have their children vaccinated are also liable to be fined.

None can plead poverty as an excuse. The Law provides for the gratuitous vaccination of children of indigent parents.

The great importance of this subject to health and even life ought to commend it to the prompt acquiescence of all who have the guardianship of Children. Only ignorant and obstinately prejudiced persons refuse to comply. Such, the law coerces by a fine.

Extracts from the Law of 1864.

It shall be the duty of every parent or guardian to have his or her child Vaccinated within twelve months after its birth, if it shall be in proper condition, or as soon thereafter as practicable, and if such parent or guardian shall have any other person under his or her control or care, not duly vaccinated, he or she should cause such person or persons to be Vaccinated prior to the first day of November, eighteen hundred and sixty-four. Any person failing to comply with the provisions of this section, shall, on conviction thereof, forfeit and pay a sum not less than five, nor more than ten dollars.

No Teacher in any School shall, after the first day of January, eighteen hundred and sixty-five, receive into such School any person as a scholar until such person shall produce the certificate of some regular practicing physician that such applicant for admission into the School has been duly Vaccinated. Any Teacher so offending shall, on conviction thereof, forfeit and pay a fine of ten dollars for each offence, and no Public School Trustee, or Commissioner, shall grant a permit to any child to enter any Public School without such certificate, under the same penalty.

All fines imposed under the provisions of this Act shall be recovered before a justice of the peace, in the same manner as small debts are recoverable, for the use of the School Fund of the County or City in which such offence shall occur.

For every child Vaccinated, whose guardian or parents are too poor to pay for the service, the County Commissioners of the several Counties, or the City Council of Baltimore, as the case may be, shall pay or cause to be paid to the physician performing the service, the sum of fifty cents for every such case, on presentation of such account duly authenticated by an affidavit setting forth that the service was duly performed, and that the parents or guardians are unable to pay for said service.

It shall be the duty of every practicing physician in this State, to Vaccinate all children in the circle of his practice which may be presented to him for Vaccination, within one year after birth, if such child shall be in proper condition for such service, and he shall Vaccinate all other persons not previously effectually Vaccinated, who shall request such service from him. Any physician neglecting or refusing so to do, shall, on conviction thereof, forfeit and pay for every offence a penalty of five dollars.

FORMULA BY WHICH TO CALCULATE TEACHERS SALARIES.

[See By-Law, Sec. 4, page 14.]

Let. a=minimum salary, for School of 15 pupils.

b=additional pay for each pupil over 15, where the average ranges from 15 to 25.

c=additional pay for each pupil over 25, where the average ranges from 25 to 35.

d=additional pay for each pupil over 35, where the average ranges from 35 to 60.

m=excess of pupils over 15.

n= " " " 25.

p= " " " 35.

The salaries will then be computed as follows:

School of 15 pupils, the salary=a.
" from 15 to 25, " =a+mb.
" " 25 to 35, " =a+mb+nc.
" " 35 to 60, " =a+mb+nc+pd.

For the purpose of informing the Commissioner of the condition of the Schools in his District, each Teacher shall prepare a Monthly Report according to the following form, and deliver it at the close of each month.

He may add, under the head of remarks, any topic to which it is important to direct the attention of the Commissioner.

No blank forms are furnished for the Monthly Reports.

TEACHERS' MONTHLY REPORT.

Number of Pupils on the roll, - - -	
Average Attendance, - - - -	
General success (or progress) in Study, -	*
General Deportment, (or Order,) - -	*
Number of times special discipline was required.	

186 . *Teacher.*

*—Expressed as follows:
Excellent, 5.
Good, 4.
Moderate, 3.
Indifferent, 2.
Bad, 1.

STATE OF MARYLAND.

UNIFORM SYSTEM OF FREE PUBLIC SCHOOLS.

Organized under Act of March 24th, 1865. *Provided for by the Constitution of* 1864.

No.

Teachers First Grade Certificate.

KNOW ALL MEN BY THESE PRESENTS, that
having furnished satifactory evidence of good moral character and passed an Examination in Orthography, Reading, Writing, Arithmetic, Geography, History and English Grammar, Book-Keeping, Algebra and Natural Philosophy,
is hereby authorized to teach in the Public Schools of County for three years from the date hereof, unless this Certificate be annulled.

Given under my hand and the seal of the Board of School Commissioners of said County, at their Office on the day of in the year of our Lord eighteen hundred and sixty

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STATE OF MARYLAND.

UNIFORM SYSTEM OF FREE PUBLIC SCHOOLS.

Organized under Act of March 24, 1865. *No.*

Teachers Second Grade Certificate.

Know all men by these presents, that
having furnished satisfactory evidence of good moral character and passed an Examination in Orthography, Reading, Writing, Arithmetic, Geography, History and English Grammar,

is hereby authorized to teach in the Public Schools of County for three years from the date hereof, unless this Certificate be annulled.

Given under my hand and the seal of the Board of School Commissioners of said County, at their Office on the day of in the year of our Lord eighteen hundred and sixty

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TEACHERS PERMIT.

No. *Grade.*

Office Board of School Commissioners,

County, 186 ,

I hereby Certify, that

having furnished satisfactory evidence of good moral character, and ability to teach Orthography, Reading, Writing, Arithmetic, Geography, History, English Grammar, and

* * * *

is hereby permitted to teach in the Public Schools of County, until notified to appear before me for Examination, provided, nevertheless, that this permit shall not be in force longer than———

Note —For first grade add Algebra, Natural Philosophy and Book-Keeping.

DESCRIPTION OF SCHOOL-HOUSES,

From Plans and Drawings issued by the State Superintendent of Public Instruciion.

These plans and drawings, with specificatious, can be obtained from the State Superintendent's office.

All public-school houses must be built by these plans and drawings, or such others as may be submitted by County Boards and approved by the State Superintendent. Every school-house must be provided with blackboards, attached to the wall behind the teacher's desk, and in other positions convenient for the pupils. The engravings of school-houses, desks, &c., are placed upon the last pages.

FIGURE 1 is a frame house, 24+24 feet from outside to outside, and 12 feet high to the square, with an arched ceiling.

It has a vestibule 15+8½ feet from outside to outside. The windows are hung on sash cords and axle pulleys, for convenience in ventilating the room. There is a floor register placed under the stove for the admission of fresh air. The main room will take in the platform for teacher's desk and four rows of double desks, which will accommodate fifty pupils.

A book-case must be fixed between the doors at the lower end of the room, with lock and key, for safe keeping of books, stationery, &c.

The vestibule is supplied with shelves and hat-pins or hooks, water-bench and wash-stand.

FIGURE 2 is a frame house, 24+36 feet from outside to outside, and 14 feet high to the square, with an arched ceiling.

The vestibule is 15+8½ feet from outside to outside. The whole building is finished in the same manner as that of figure 1, and will accommodate seventy-five pupils.

FIGURE 3 is a brick house, 24½+37 feet from outside to outside, and 14 feet high to the square, with an arched ceiling. The vestibule is 15½+9 feet.

The provision for ventilation and the interior arrangements are the same as in that of figure 2, and the room will accommodate seventy-five pupils.

FIGURE 4 is a stone house, 26+38 feet from outside to outside, and 14 feet high to the square, with an arched ceiling.

The vestibule is 16½+10 feet from outside to outside. This building is finished in the same manner as that of figure 3, and has accommodation for seventy-five pupils.

FIGURE 5 is a frame house, 24+46 feet from outside to outside, and 14 feet high to the square, with an arched ceiling.

The vestibule is 15+8½ feet from outside to outside.

The main building is divided by a sash partition into two rooms—one 24+28 feet; the other 24+18 feet. The sashes are hung upon cords and pulleys, and may be raised so as to throw both rooms into one. When the sashes are down, the noise from one room is entirely shut out from the other; but the Principal can overlook the Assistant's room through the glass partition. Each of the rooms is ventilated and furnished in the same manner as the building before described. This house will accommodate one hundred pupils.

In all cases where two-story or larger houses are required, special plans and drawings will be prepared.

CLOSING SEAT SCHOOL DESKS.

Patented March 31st, 1863, by W. Horace Soper.

This Desk is recommended by the State Superintendent of Public Instruction for use in all the Public Schools in Maryland.

DESCRIPTION OF THE DESK AND ITS ADVANTAGES.

1. The Movable Seat—which is made to turn upon a strong metallic rod, (generally of iron) closing or folding up so as to open an aisle between the Desks, through which persons may freely pass in cleaning the School room, or for any other purpose. The seat presents no obstruction whatever. Where this Desk is used there need be no filthy School rooms, as the floor is so little encumbered that it may be as effectually cleansed as if the room were clear of Furniture.

2 It Occupies Less Space than other Desks of equal size, while it affords the greatest convenience for the ingress and egress of pupils

3. It Costs Less than any other good Desk made of the same materials, and is so simple in construction that it may be made by any good mechanic.

4. The Seats are Comfortable and so constructed as to promote the health of pupils. The back is inclined to support the loins as well as the shoulders.

5. It is Neat in appearance and tastefully formed, possessing great strength and durability.

6. It can be Made so Cheaply as to admit of introduction into the humblest School, or in such style as will meet the wants of the highest grade of Schools, Academies and Colleges.

These Desks can be made of any kind of wood, but the hard woods are the best. When made of Walnut, Cherry, Oak, Ash or Birch, they may be finished in oil, which is much cheaper than varnish, more durable, and generally preferred.

These Desks have already been introduced into a large number of the Schools.

To facilitate their manufacture, Lithograph Working Drawings, accompanied by printed instructions, will be furnished.

DESCRIPTION OF INK-WELL.

The Ink-Well represented in the cut, is recommended as most suitable for use on Soper's Patent Desk. It is enclosed in a metallic frame, which is let into the Desk nearly level with its surface, thus preventing the annoyance caused by spilling Ink upon the desk and floor. It is protected by a metallic cover nearly flush with the desk, and having no hinges, is not liable to be broken. The Well can be taken out for cleaning, and, when broken by accident, can be replaced for a few cents while the metallic case and cover will last for almost an unlimited time.

FORM OF TREASURER'S BOND.

Know all men by these presents, That we

are held and firmly bound to the State of Maryland in the penal sum of Ten Thousand Dollars, to be paid to the said State of Maryland, or its certain Attorneys or Assigns, for which payment to be well and truly made, we bind ourselves, each and every of us, each and every of our heirs, executors and administrators, firmly by these presents sealed with our seals and dated the

The condition of the above obligation is such, that if the above bound shall faithfully perform the duties of Treasurer of the Board of School Commissioners of and pay over and apply all moneys that shall come into his hands or care, as Treasurer aforesaid, to such persons and in such manner as the said Board of School Commissioners shall direct, and that he will keep and enter a full and fair account of all moneys received and paid by him, and of all

matters and duties relating to his office, and preserve the same and all vouchers relating thereto, and deliver up all the books and vouchers relating to his said office whenever they are required by the said Board of School Commissioners, to such persons as they shall appoint to receive the same.

Then the above obligation shall be null and void, otherwise to remain in full force and virtue.

Signed, sealed and
delivered in the presence of

FORM OF TEACHER'S RECEIPT.

$[redacted] *County*, 186

Board of School Commissioners of

——————County, Dr.

To——————Teacher, Pub. School No.

Commisioner District, No.

To Salary for Term, ending 186 $

" Assistant's Salary for the same Term,

" Incidental Expenses,

——$

Cr.

By Cash received on account of Books,

Balance due,

Received 1865, of School Commissioners of Com. District No. 100 Dollars, being the above balance in full.

——————*Teacher.*

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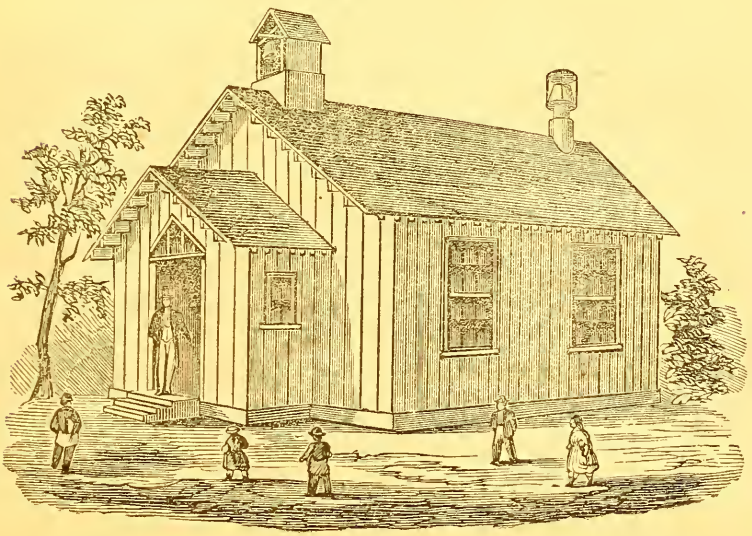

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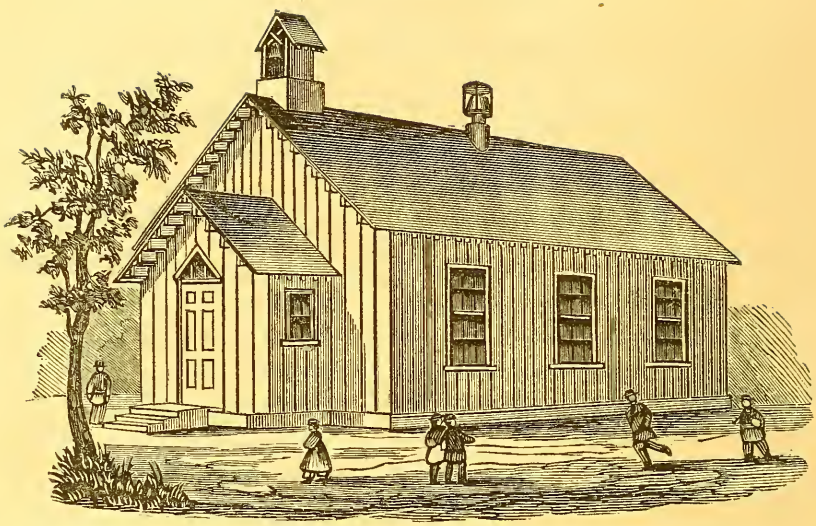

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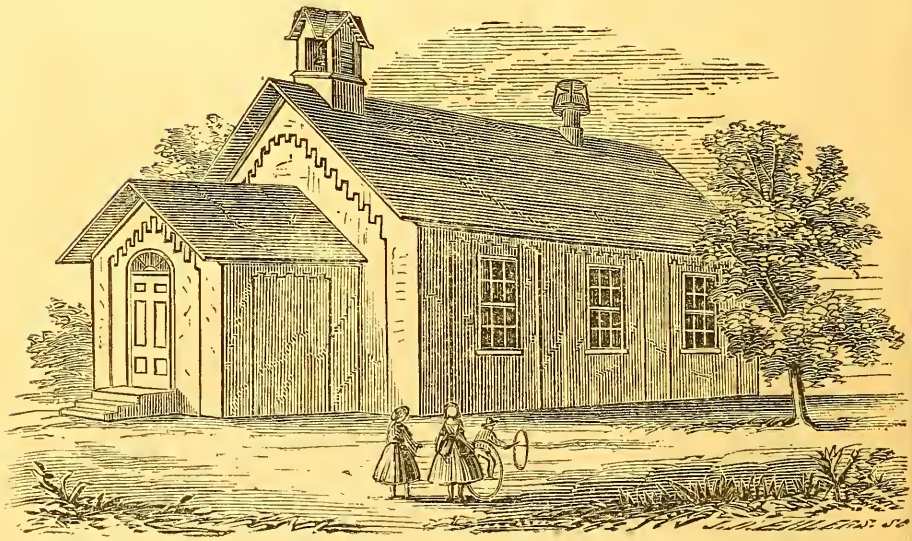

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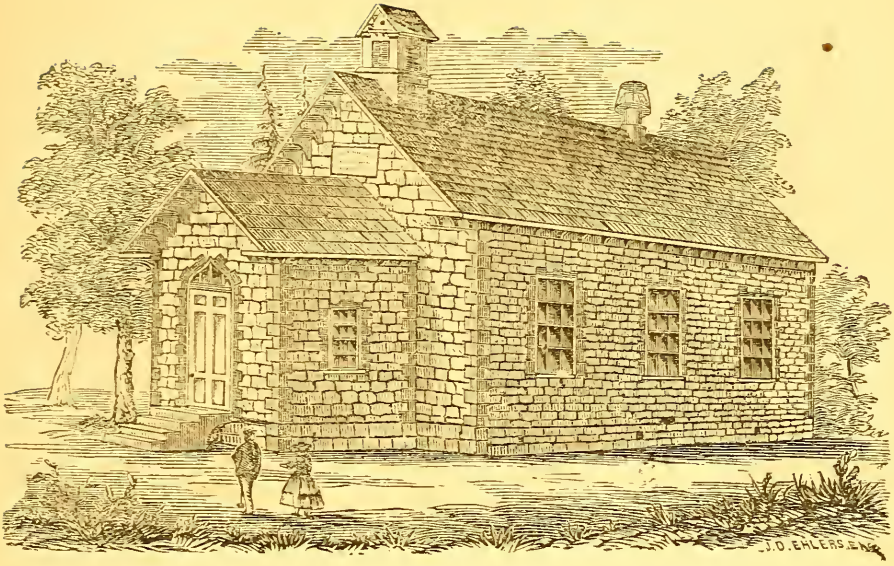

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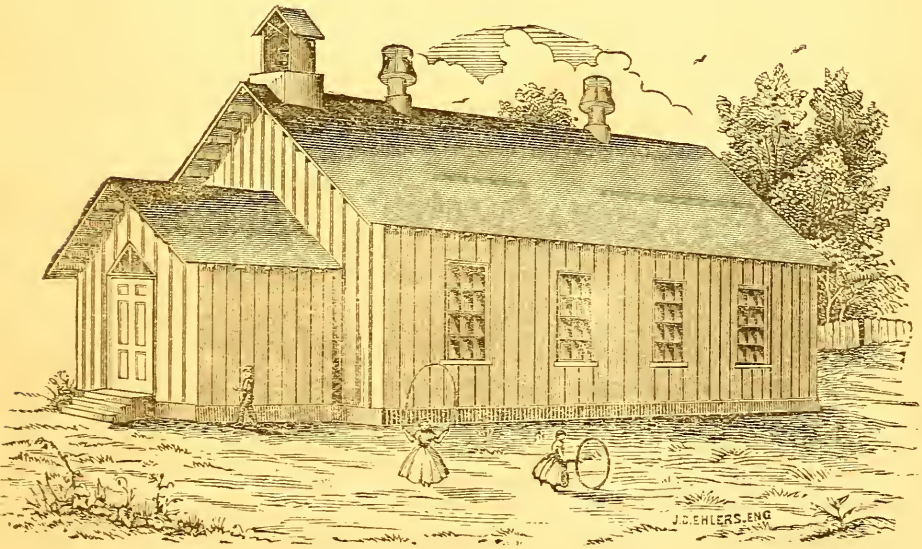
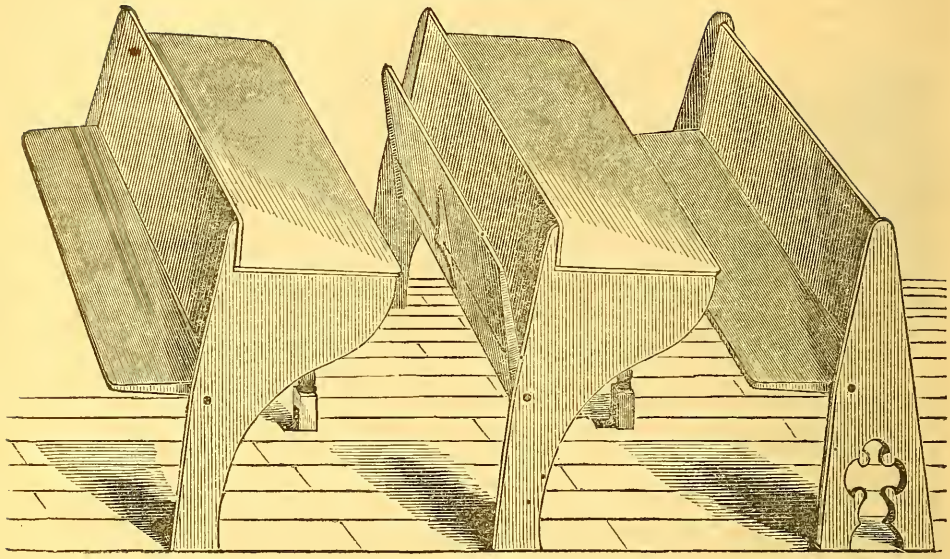
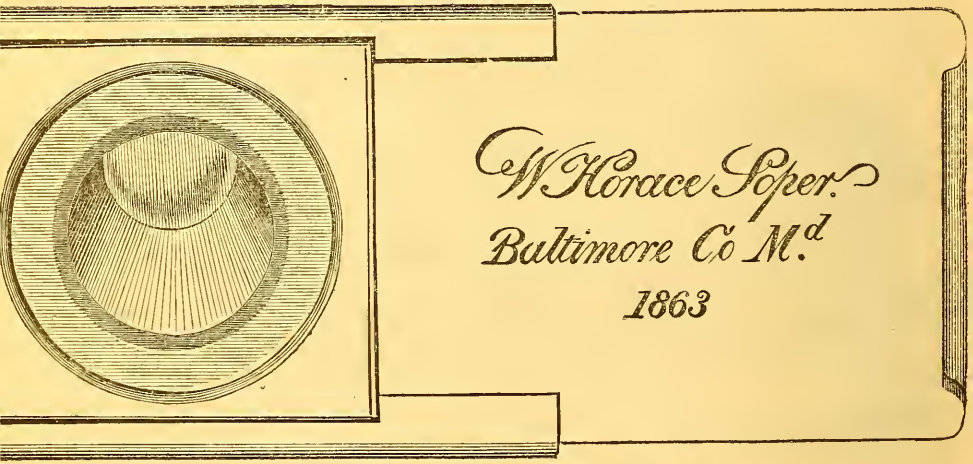


Closing Seat School Desk.



Ink Well.



BY-LAWS

FOR THE GOVERNMENT OF THE

Boards of School Commissioners

OF MARYLAND,

ALSO,

RULES AND REGULATIONS FOR TEACHERS AND PUPILS,

TOGETHER WITH

FORMS AND INSTRUCTIONS FOR TRANSACTING ALL PUBLIC SCHOOL BUSINESS.

ISSUED BY AUTHORITY OF

THE STATE BOARD OF EDUCATION.

BALTIMORE:
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